



CITY OF RENTON
HUMAN RESOURCES, 1st Floor
1055 South Grady Way, Renton, WA 98057
(425) 430-7650/ JOBLINE: (425) 430-7652
FAX: (425) 430-7665/ Relay: 711
EQUAL OPPORTUNITY EMPLOYER

Q _____ NQ _____

Fill in the position title and recruitment number you are applying for as shown on the job announcement:

Position
Title: _____
Recruitment
Number: _____

Last Name _____ First Name _____ Middle Name _____

Street Address _____ City _____ State _____ Zip Code _____

Home Phone: _____ Cell Phone: _____ Email Address: _____

Please answer the following questions:

- Have you ever applied for a position at the City of Renton? ☐ YES ☐ NO
- Have you ever been rejected for City of Renton employment based on the results of a background check or reference check? ☐ YES ☐ NO
- Have you ever worked for the City of Renton? If "YES", please list most recent years.
Approximate Year(s): _____ ☐ YES ☐ NO
- Do you have any relatives employed by the City of Renton? If "YES", please list their name(s): _____ ☐ YES ☐ NO
- Do you have a Social Security Card? ☐ YES ☐ NO
- Do you possess a valid WA State Driver's License? ☐ YES ☐ NO
- Can you provide Proof of Citizenship, Visa, or Alien Registration # after employment? ☐ YES ☐ NO
- Have you received your high school diploma/GED? ☐ YES ☐ NO
- Are you claiming Veterans Preference? If "YES", you must attach DD214 and complete the *Veterans Scoring Criteria Status* form included in this application packet. ☐ YES ☐ NO
- Have you been convicted of a criminal offense within the last 10 years? If "YES", please explain: _____ ☐ YES ☐ NO

Note: The existence of a criminal record does not constitute an automatic bar to employment.

EDUCATION:

Name of College	Location	Major	Type of Degree	Degree Received?
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO

Other Courses/ Training	Name of Institution	Location	Length	Certifications

CHECK AREAS OF EXPERIENCE:

☐ Microsoft Word ☐ Microsoft Excel ☐ Microsoft Access ☐ Microsoft PowerPoint ☐ Microsoft Publisher

Or any additional Software Programs: _____

Special Skills/ Professional Licenses: _____

WORK EXPERIENCE: (continued on next page)

MAY WE CONTACT THIS EMPLOYER? ☐ YES ☐ NO

From: (mo/yr)	Most recent employer's name, address, and phone:	Job Title:	Last Salary: \$
		# supervised:	Hours per week:
To: (mo/yr)		Supervisor's name:	
		Reason for leaving:	

Duties: _____

MAY WE CONTACT THIS EMPLOYER? ☐ YES ☐ NO

From: (mo/yr)

Employer's name, address, and phone number:

Job Title:

Last Salary: \$

supervised:

Hours per week:

To: (mo/yr)

Supervisor's name:

Reason for leaving:

Duties:

MAY WE CONTACT THIS EMPLOYER? ☐ YES ☐ NO

From: (mo/yr)

Employer's name, address, and phone number:

Job Title:

Last Salary: \$

supervised:

Hours per week:

To: (mo/yr)

Supervisor's name:

Reason for leaving:

Duties:

MAY WE CONTACT THIS EMPLOYER? ☐ YES ☐ NO

From: (mo/yr)

Employer's name, address, and phone number:

Job Title:

Last Salary: \$

supervised:

Hours per week:

To: (mo/yr)

Supervisor's name:

Reason for leaving:

Duties:

PROFESSIONAL REFERENCES:*List those who are familiar with your work experience (other than those listed above in your employment history)*

1. Name:

Current Phone Number:

Title:

Organization/ Business:

2. Name:

Current Phone Number:

Title:

Organization/ Business:

- For **Police Officer and Jailer** positions you must be **21 years** of age or older and the law requires you to be a U.S. Citizen.
- For **Fire** Department positions you must be **18 years** of age or older and the law requires you to be a U.S. Citizen.
- The City of Renton is an *Equal Opportunity Employer* and does not discriminate against applicants or employees based upon race, religion, color, sex, national origin, sexual orientation, age, marital status, disability or any other basis protected by law.

SIGNATURE:

To the best of my knowledge, the information herein is true and complete. I understand that providing false information in this application will be grounds for elimination from further consideration or if employed, for dismissal at anytime. I authorize previous employers to furnish the City of Renton my record, reason for leaving, and all information they may have concerning me. I hereby release them and the City of Renton and their agents from all liability for any damage whatsoever arising therefrom. I authorize investigations of all statements in this application.

SIGNATURE: _____

DATE: _____

FORM DATE
03/01/2009



VETERAN'S SCORING CRITERIA STATUS IN EXAMINATIONS (RCW 41.04.010)

*** To claim Veteran's Preference Points, attach copy of your DD 214 and complete and sign this form.**

In accordance with State law RCW 41.04.010, certain veterans are eligible to receive a scoring criteria status. A scoring criteria status is the addition of a certain percentage to the "passing mark, grade or rating" received in a competitive examination by a veteran.

If claiming veteran's status, you **must attach a copy of page four of form DD 214 and complete all questions below** by checking the appropriate boxes and including required information where applicable. **Remember to sign and date the completed form.**

Position Applied For: _____

Last Name: _____ First Name: _____ M.I.: _____

Veteran's Status: _____

Date of military discharge: Month- _____ Day- _____ Year- _____

1. Do you wish to claim veteran's status for this examination? * ☐ YES ☐ NO

2. Serving Status: ☐ Regular Military ☐ Armed Forces Reserve ☐ National Guard

3. Type of Discharge: ☐ Honorable ☐ Medical ☐ Other than Honorable

4. Type of military service and retirement status: Have you ever served on active military duty during a period of war, or received the expeditionary medal for opposed action on foreign soil as a member in the armed forces (any branch) of the United States (RCW 41.043005)? ☐ YES ☐ NO

If "YES" please
identify the war(s) or
medal(s) below:

WAR(S): _____ MEDAL(S): _____

5. Have you served on active duty during an "armed conflict" and been awarded the respective campaign badge or medal? ☐ YES ☐ NO

(Armed conflicts include: Crisis in Lebanon; the invasion of Grenada; Panama, Operation Just Cause; Somalia, Operation Restore Hope; Haiti, Operation Uphold Democracy; and Bosnia, Operation Joint Endeavor; Desert Shield/ Desert Storm; Operation Noble Eagle; southern or central Asia, Operation Enduring Freedom; and Persian Gulf, Operation Iraqi Freedom.)

If "YES" please
identify the armed
conflict(s) or medal(s)
below:

ARMED CONFLICT(S): _____ MEDAL(S): _____

6. I am a veteran who did not serve during a period of war. ☐ YES ☐ NO

7. Are you receiving military retirement? ☐ YES ☐ NO

8. Have you ever obtained an appointment to a position with the State of Washington or any political subdivision or municipal corporation where your veteran's preference points were used? ☐ YES ☐ NO

9. CURRENT CITY OF RENTON EMPLOYEES ONLY: Have you been called to active duty from employment with the City of Renton for one or more consecutive years? ☐ YES ☐ NO

If "YES" list dates below:

DATES(S): _____

Signature: _____ Date: _____

IMPORTANT INFORMATION FOR CITY OF RENTON JOB CANDIDATES

RCW 41.04.010 Veteran's Scoring Criteria Status in Examinations

In all competitive examinations, unless otherwise provided in this section, to determine the qualifications of applicants for public offices, positions, or employment, either the state, and all of its political subdivisions and all municipal corporations, or private companies or agencies contracted with by the state to give the competitive examinations shall give a scoring criteria status to all veterans as defined in RCW 41.04.007, by adding to the passing mark, grade or rating only, based upon a possible rating of one hundred points as perfect a percentage in accordance with the following:

- (1) Ten percent to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations **until the veteran's first appointment**. The percentage shall not be utilized in promotional examinations;
- (2) Five percent to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;
- (3) Five percent to a veteran who was called to active military service for one or more years from employment with the state or any of its political subdivisions or municipal corporations. The percentage shall be added to promotional examinations **until the first promotion only**;
- (4) All veterans' scoring criteria may be claimed upon release from active military service.

[2007 c 449 § 1; 2003 c 45 § 1; 2002 c 292 § 4; 2000 c 140 § 1; 1974 ex.s. c 170 § 1; 1969 ex.s. c 269 § 2; 1953 ex.s. c 9 § 1; 1949 c 134 § 1; 1947 c 119 § 1; 1945 c 189 § 1; Rem. Supp. 1949 § 9963-5.]

NOTES:

Veterans and veterans' affairs: Title 73 RCW.

APPLICANT NAME: _____

POSITION APPLIED FOR: _____

How did you learn about this position? (*Please mark only one choice*)

- | | | |
|---|--|--|
| <input type="checkbox"/> Friend | <input type="checkbox"/> Oregonian | <input type="checkbox"/> AWC Website |
| <input type="checkbox"/> Jobline | <input type="checkbox"/> Tacoma News Tribune | <input type="checkbox"/> Government Jobs.com |
| <input type="checkbox"/> Renton Cable Channel 21 | <input type="checkbox"/> Other Newspaper | <input type="checkbox"/> Other Website |
| <input type="checkbox"/> National Testing Network | <input type="checkbox"/> Craigslist.com | City of Renton Website: |
| <input type="checkbox"/> Other Resource | <input type="checkbox"/> NW Jobs.com | <input type="checkbox"/> <i>Directly from Renton website</i> |
| <input type="checkbox"/> Seattle Times Newspaper | <input type="checkbox"/> Work Source Website | <input type="checkbox"/> <i>Referred to Renton website from another source (please specify):</i> |
- _____

EQUAL OPPORTUNITY EMPLOYER QUESTIONNAIRE

Discrimination in employment is prohibited under Title VII of the Civil Rights Act of 1974 and Section 504 of the Rehabilitation Act of 1973. We would appreciate your assistance in gathering the information below. Completing this questionnaire is entirely voluntary. This section will be kept separate from the application and the information you provide will remain confidential.

Please check the group with which you identify:

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Female | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Male | <input type="checkbox"/> African American |
| | <input type="checkbox"/> Hispanic or Latino |
| | <input type="checkbox"/> Indian-American or Alaska Native |
| | <input type="checkbox"/> White |

EQUAL OPPORTUNITY EMPLOYER: *The City of Renton is an Equal Opportunity Employer and does not discriminate against applicants or employees based upon race, religion, color, sex, national origin, sexual orientation, age, marital status, disability or any other basis protected by law.*